

Quotation Marks Student Exercise 5

1. Use quotation marks before and after a direct quotation.
(Example: Joan said, "I will walk the dog after supper.")
2. Do not use quotation marks for an indirect quotation.
(Example: Joan said that she would walk the dog after supper.)
3. When writing a dialogue or conversation, begin a new paragraph and use new quotation marks for each change of speaker.

- (Examples: "What would you like to do tonight?" asked Joel.
"Well, there is a new movie in town," answered Selena, "but it might not be one that would appeal to you."
"What is it?" asked Joel.)
4. Use quotation marks around titles of short stories, one-act plays, articles, songs, poems, and themes.
(Examples: I read "The Telltale Heart" by Edgar Allan Poe.
I memorized "The Road Not Taken" by Robert Frost.)
 5. Use single quotation marks to enclose a quotation within a quotation.
(Example: The fire marshall told us, "It is against the law to yell 'Fire!' in a crowded room if there is not really a fire.")
 6. Use quotation marks around unusual expressions or slang.
(Example: My brother's team yells "You da man" to cheer a job well done.)
 7. Always put a comma or period inside the closing quotation marks.
(Example: Sali said, "I am taking Spanish this year.")
 8. Always put a semicolon or colon outside closing quotation marks.
(Example: My dad said, "We can't afford it"; my mother said, "Maybe next year.")
 9. Place a question mark or exclamation point inside the closing quotation marks when it is part of the quotation.
(Example: I said, "When will you be ready to go?")
 10. Place a question mark or exclamation point outside the closing quotation marks when it is a part of the whole sentence.
(Example: When will you ever say the words, "I'm ready to go"?)

Hyphens, Colons, and Semicolons Student Exercise 6

1. Use a hyphen to divide a word between syllables at the end of a line.
2. Use a hyphen with compound numbers from twenty-one to ninety-nine.
(Example: She will turn twenty-one on her birthday.)
3. Use a hyphen with fractions used as adjectives.
(Example: The sale price is a one-third reduction.)
4. Use a hyphen with prefixes such as *self-*, *ex-*, *all-*.
(Example: He is a self-made man.)
5. Use hyphens when using a compound adjective in front of a noun.
(Example: He is a well-liked student.)
6. Use a hyphen to show a span of numbers.
(Example: The teacher assigned pages 50–60.)
7. Use a colon when you write the time in numerals.
(Example: The time is 10:30 P.M.)
8. Use a colon before a list of items, especially after expressions such as *as follows*.
(Example: The plan for the day is as follows: eat, swim, nap, eat, swim, nap.)
9. Do not use a colon to introduce a list if the list follows a preposition or a verb.
(Example: To make banana bread you need to have flour, bananas, and salt.)
10. Use a colon between chapter and verse of a Bible citation.
(Example: Today's lesson is from John 3:16.)
11. Use a colon after the salutation of a business letter.
(Example: Dear Sirs:)
12. Use a colon before a long, formal, or definitive statement or quotation.
(Example: On the subject of raising taxes, the president had this to say: "Read my lips—no new taxes.")

13. When quoting more than one line of poetry or more than four lines of prose, use a colon after the introductory statement.
(Example: In his poem "The Road Not Taken," Robert Frost states:)
14. Use a semicolon to separate main clauses not joined by *and*, *but*, *or*, *nor*, *yet*, or *for* (coordinating conjunctions).
(Example: He loved to play soccer; he was an excellent swimmer as well.)
15. Use a semicolon to separate main clauses that are joined by a conjunctive adverb (such as *however*, *furthermore*, *moreover*, *nevertheless*, *therefore*).
(Example: I love to swim; however, the water is pretty cold.)
16. Use a semicolon to separate items in a series if the series contains commas.
(Example: Some of my favorite nursery rhymes are "Hickory, Dickory, Dock"; "One, Two, Buckle My Shoe"; and "Mary, Mary, Quite Contrary.")

Apostrophes Student Exercise 7

1. Use apostrophes to show ownership.
(Examples: Mary's car, the boys' car, the children's toys, my mother-in-law's voice)
2. Use apostrophes to form contractions.
(Examples: I'll, it's)
3. Use an apostrophe and an *s* to form the plurals of figures, symbols, letters, and words referred to as such.
(Examples: There are two 4's in my phone number.
There are 3 a's in the word *banana*.
Your paragraph has too many I's beginning sentences.)
4. Use an apostrophe in place of omitted numbers in a year.
(Example: I visited Chicago in '02.)